

COURT SECURITY GUARD

DISTINGUISHING FEATURES

The fundamental reason the Court Security Guard position exists is to provide security at the City Court. Duties include observing the activities of persons in and around the Court, assessing problem situations and exercising tact and judgment in bringing about their resolution. This position is also responsible to ensure appropriate decorum is maintained within the court and upholding of precautionary safety measures to all staff of the court and to those customers utilizing court related services. Work is performed under general supervision of a Deputy Court Administrator.

ESSENTIAL FUNCTIONS

Visually patrols the Courtrooms and other areas of the building to observe unusual behavior and to prevent vandalism.

Prevents unauthorized access to restricted areas.

Answers routine inquiries and directs visitors to appropriate areas;

Completes log entries;

Insures that all visitors and staff have vacated building at closing and performs a security check of all doors and windows;

Enforces correction of infractions through verbal warning, expels unruly persons, and detains more serious offenders for proper authorities;

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Demonstrates mutual respect for people at all levels. Establishes and maintains effective working relationships with team members, City officials, staff, defendants, and the general public, realizing the diversity of each individual contacted through the course of work.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Knowledge of security techniques and practices associated with government building security issues

Procedures for security, entry and retrieval of information, and methods for correction

Procedures and rules for courtroom practices, procedures, operation, maintenance of case records, and processes for sentencing and violations.

Ability to:

Demonstrated ability to work independently and deal with the adverse, critical and confrontational situation in a stressful environment.

Understand court procedures and processes to ensure security and decorum are provided to the public

Interpret City policies, procedures and regulations

Interact with people who are confused, angry, and/or openly hostile to ensure security and decorum

Establish and maintain effective working relationships with defense attorneys, City Prosecutors, City Magistrates, management, and coworkers.

Education & Experience

Requires any combination of training, education and experience equivalent to a high school diploma or GED and a minimum of one year of recent experience as a security guard, police officer or military police offer. Other combinations of experience and education that meet the minimum requirements may be substituted.

FLSA STATUS: Non-exempt

HR Ordinance: Classified